

Job Description
Missouri State Highway Patrol

Class Title: Clerk Typist III

Title Code: V00033

Effective Date: June 8, 2007

Date Reviewed: NEW

Date Revised: NEW

Immediate Supervisor: Lieutenant or as designated

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is responsible clerical and technical work related to processing criminal history and fingerprint checks for gaming facility licensing applications. Additionally this individual performs routine clerical work by typing reports, forms, correspondence, lists, etc. The employee is expected to exercise discretion in handling sensitive and confidential information. An employee in this position is moderately supervised; however, independent judgment is expected in the performance of routine duties.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Performs off-line criminal history searches in MULES and REJIS on all gaming related applications (i.e., license renewals, bingo applications, specials, hall providers, etc.); determines if appropriate follow-up is necessary and requests additional checks if required; files data and distributes copies to appropriate personnel.

Enters all applicant fingerprint card demographic data and identification information into the appropriate database and forwards for processing to the Patrol's Criminal Records & Identification Division; results are reviewed for further processing, data recorded, and copies distributed to appropriate personnel.

Reviews all billing invoices related to criminal history and fingerprint checks for accuracy, logs appropriate data, and forwards invoices to appropriate personnel for payment.

Maintain database of all MULES qualified division employees; submits yearly report for auditing purposes.

Performs general office duties (e.g., filing data, sorting mail, keeping track of data through filing system and database management, etc.).

Enters forms, reports, and data received into various databases as appropriate; develops and maintains internal reports and other division files; compiles records and reports as necessary.

Answers incoming calls, takes messages as necessary, and makes connection to person or section requested; answers routine non-technical questions and refers other inquiries to proper person, section, or agency.

Responsible for entering division timekeeping reports into appropriate computer systems and maintains

appropriate files.

Collects information from files or staff for routing inquiries or periodic reports; refers non-routine requests to supervisor or staff.

Prepares division correspondence, reports, and forms; reviews for proper format and conformance with department procedures; enters information into appropriate databases; distributes information appropriately and files copies.

Attends appropriate training necessary for completion of duties (i.e. REJIS, MULES, etc.)

Performs other job related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough Knowledge of business English, spelling, grammar, and arithmetic.

Thorough knowledge of modern office practices, procedures, and equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to participate in a formal and on-the-job training program.

Ability to handle very sensitive information with professionalism, discretion, and impartiality.

Ability to enter statistical data into the computer and prepare reports from statistical and/or other numerical data.

Ability to operate standard office equipment as detailed in the description of duties.

Ability to maintain clerical records, files, and manual logs.

Ability to establish, alphabetize, transport, file, and purge records/documents in accordance with established procedures.

Ability to learn the applicable computer systems, and PC applications.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to type, proofread, and edit correspondence, forms, reports, computer entries, etc.

Ability to generate form letters to respond to routine inquiries.

Ability to establish and maintain harmonious working relations with others.

Ability to perform data entry.

Ability to answer the telephone and provide assistance.

Ability to file alphabetically in a file system.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited high school or possess a GED and at least two years of experience as a Clerk Typist II or comparable experience.